

## CUYAHOGA VALLEY CAREER CENTER

Serving the school districts of: Brecksville-Broadview Heights • Cuyahoga Heights • Garfield Heights • Independence • Nardon Hills • North Royalton • Revere • Twinsburg

June 2024

Dear Parent/Guardian of Cuyahoga Valley Career Center Students:

I would like to welcome you and let you know that the staff at CVCC is excited about the **2024-2025** school year and are looking forward to working with you.

The first day of school for all students is **Wednesday, August 21, 2024**. The school day is from **7:45 AM-10:45 AM** for the morning session, and the afternoon session is from **11:30 AM-2:30 PM**. All students and visitors to CVCC should enter the building through the main entrance located at the east end of the north parking lot.

Students are expected to ride the bus provided by their associate school district (please contact your high school office for departure times). It is important to remember that regular attendance along with a positive attitude and good study habits will enhance our ability to help your student build a strong foundation of skills for furthering their education and/or entering the work world. **Please report all absences by calling the attendance office at 440-746-8288.**

Student parking permit applications for the 2024-2025 school year will be available on the CVCC website beginning **Thursday, August 1, 2024** at [www.cvccworks.edu](http://www.cvccworks.edu). Click on the High School tab and click on Resources. Select Documents and Forms on the left, then select Parking Permit Application. Make sure you upload a current insurance card for the car you are registering. You can also scan this QR code to access the application. There will be no charge for a student parking permit for the **2024-2025** school year. The Program Fee for the CVCC Program you are enrolled in must be paid **prior** to submitting the online parking permit application. Please be aware that student **parking permits may not be shared**. Students will be permitted to drive without a parking permit during the first two weeks of school. Parking permits will be distributed to the classrooms sometime after the first two weeks of school.



In the event of an emergency at CVCC a TEC phone message will be sent out using the contact information you have provided for your student. Please be sure that all contact information is up to date.

When inclement weather approaches and the possibility of school being delayed or closed, CVCC will notify local television and radio stations. You will also receive a phone message from CVCC notifying you that school is closed. For more information you may call **440-526-5200** for a recorded announcement of CVCC cancellations. Before Cuyahoga Valley Career Center will cancel classes we generally need five of the eight associate schools to be cancelled. If classes at the associate school your student attends are **cancelled**, your student is excused from attending CVCC that day. **If your student's school is not in session for any other reason than inclement weather**, busing to CVCC will be provided and your student will be expected to attend CVCC. Please contact your transportation department for more information.

Each student will be issued a Student Handbook on the first day of school explaining school policies and procedures. Students are asked to bring this home for parent review. The handbook is also available on the High School/Resources/Documents and Forms page on the website. Please review the Public Notice section of the handbook as well as the Dress Code and Student Conduct. Along with the Student Handbook, the instructor will issue several forms including the medical emergency form to your students. **These forms are very important and need to be signed and returned within the first week of school.** If you have **moved** or **changed** any information from your original application, please notify **the Admissions Office** at **440-746-8216**.

Please note that username and password codes for **Progress Book** will not be available until after the third week of school. Code information will be distributed to your student by the program instructor. If your student attended CVCC last year, your Progress Book Username and Password will remain the same.

**Many of our programs require a Chromebook.** Chromebooks will be distributed during the first week of school. For those students that will receive a Chromebook, an enclosed **Student/Parent Device Agreement Policy form** will need to be signed in order to receive a Chromebook. Programs are listed on the back of the device form. We have also included a **Student Technology Acceptable Use and Safety Agreement Form** that must be signed.

Class fees are due prior to the start of school, **Wednesday, August 21, 2024**. Class fees can be paid online beginning **Monday, July 1, 2024** at <https://cvccworks.edu/high-school/school-store/school-fees/> or in the Treasurer's Office at CVCC. Phone: 440-746-8276. You can also scan this QR code to pay fees.



Students in *Building & Property Maintenance, Cosmetology, Culinary Arts, Dental Assisting, Fire & EMS Academy, Health Careers, Heating & Air Conditioning, Hotels & Resorts, and Medical Administrative Specialist* programs have specific uniform requirements and will need to place an order with The Uniform Guy. Pricing for The Uniform Guy can be found on our website at <https://cvccworks.edu/high-school/high-school-resources/uniforms/> or you can scan this QR code. The Uniform Guy will be at CVCC to take orders and measurements on **Tuesday, June 25<sup>th</sup> from 1:00 PM – 7:00 PM** and **Wednesday, June 26<sup>th</sup> from 11:00 AM – 5:00 PM**. Orders placed in June will be available for pick up at CVCC on **Tuesday, August 6<sup>th</sup> from 11:00 AM - 7:00 PM** and **Thursday, August 8<sup>th</sup> from 11:00 AM - 7:00 PM**.



Students in *Architectural & Mechanical Design, Auto Body, Auto Service, Construction Trades, Power Equipment, Success Academy and Transportation Systems* programs will be fitted for their uniform (which is included in class fees) the first week of school. Students in *Electrical Systems, Machine Technology and Sports Medicine* will be fitted for their uniforms during the first week of school.

Students enrolled in the programs listed below will be required to purchase CVCC Campus Wear Polos. Orders can be placed online at : <https://cvccworks.edu/high-school/school-store/campus-wear/> or use this QR code.

Computer Networking Academy	Graphic Imaging Technology	Sales & Service Fundamentals
Digital Design	Hotels & Resorts	Transition to Work
Education Professions	Media Arts	
Engineering Technology	Programming & Software Development	



Campus wear online orders will be available for pick up at CVCC on **Tuesday, August 6<sup>th</sup>** and **Thursday, August 8<sup>th</sup>** from 11:00 AM to 7:00 PM, or the first day of school.

Beginning the first day of school students will be required to wear the proper campus wear each day for their program. After classes begin, additional campus wear will be available for purchase in the Sales & Service School Store on Level 4.

Information on setting up a CVCC Lunch account will be available on our website after July 1<sup>st</sup>. A paper copy of the Free/Reduced Lunch Meal Application will also be available in the High School Office.

Please check the CVCC website throughout the year for information. Click on the High School tab, then Resources, then Documents and Forms and you will have access to all documents and forms including the **School Calendar** and a list of the **CVCC Calendar Key Dates** The program pages are under the Programs section under High School. If you have any questions or concerns, please feel free to contact me at 440-746-8281.

Sincerely,

Michael W. Hall  
Principal



# CUYAHOGA VALLEY CAREER CENTER

## 2024-2025

### School Calendar

July 2024						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7/4 - Independence Day

August 2024						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8/19-8/20-Teacher In-Service -NO STUDENTS  
8/21- FIRST DAY OF SCHOOL

September 2024						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

9/2- Labor Day - NO SCHOOL

October 2024						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10/9-10/10-Evening Conferences  
10/11-Non-Calendar Day/NEOEA-NO SCHOOL

November 2024						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/5-Teacher In-Service-NO STUDENTS  
11/27-Non-Calendar Day -NO SCHOOL  
11/28-11/29-Thanksgiving Break-NO SCHOOL

December 2024						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12/23-1/3-Winter Break-NO SCHOOL

January 2025						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12/23-1/3-Winter Break-NO SCHOOL  
1/20-Martin Luther King Day-NO SCHOOL  
1/17 Teacher In-Service-NO STUDENTS

February 2025						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2/17-Presidents' Day-NO SCHOOL

March 2025						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3/24-3/28 -Spring Break-NO SCHOOL

April 2025						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4/18-Good Friday-NO SCHOOL

May 2025						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5/6 Teacher In-Service-NO STUDENTS  
5/26-Memorial Day-NO SCHOOL

June 2025						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6/3-Last Day for Students  
6/4-Last Day for Teachers  
6/19-Juneteenth

- Teacher Inservice Day - NO STUDENTS
- Non-Calendar Day - NO SCHOOL
- End of Grading Period - School in Session
- Holiday - NO SCHOOL
- Return to School
- Evening Conferences

Note: Ohio Revised Code requires 177 days of student contact. When CVCC must be closed for more than 3 days of student instruction, the days missed will be made up in June, beginning with the first day after the end of the grading period. Additional Cosmetology make-up will also occur at this time.

GRADING PERIODS	
1st	46
2nd	45
3rd	43
4th	44
	178 days

Board Approved: 3/21/24



## **Student Technology Acceptable Use and Safety Agreement**

To access and use District Technology Resources (see definition in Bylaw 0100), including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

**Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.**

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

### **Please complete the following information:**

**Student User's Full Name (please print):** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**CVCC Program:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

*(see reverse side)*

## **Parent/Guardian**

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for the Board to issue an e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Student**

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the Internet and through the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Teachers and building directors are responsible for determining what is unauthorized or inappropriate use. The director may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

1/15/15

8/8/18

8/22/19

Form 7540.03 F1

© Neola 2018





## Student / Parent Device Agreement Policy

Devices and all peripherals that have been issued to students is the property of Cuyahoga Valley Career Center. The Device is on-loan to the student and must be used in accordance with the following policies & procedures as well as those outlined in the Technology Acceptable Use Policy for Students:

- Each device is assigned to an individual student. Students should never “swap” or “share” their device with another student, friend, or sibling.
- The username and password that is assigned is private; use by anyone other than yourself creates a security risk to your files. If you forget your password or wish to change it, please see your teacher.
- Use of the device for anything other than school related activities associated is prohibited. Taking photos or video with this device should only be done for instructional purposes as directed by the teacher.
- Students are expected to bring their device to school each day, fully charged.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures are prohibited.
- The District has the right to randomly inspect any device, application, or peripheral device on a regular basis. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student’s access to them.
- Students are not allowed to modify the device in any way that may interfere with the original configuration as intended by the district. This includes decorating the exterior of the device with stickers or anything that may be difficult to remove once returned to the district.
- If the device is lost, damaged, or stolen, the parent assumes all responsibility associated with replacing the device if it is not returned upon request.
- Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Computer Network / Internet User Policy or the District NEOLA policy will be subject to the appropriate disciplinary action.

---

I am **in agreement** with the policies listed above, and allow my child to receive a device from the district.

Date: \_\_\_\_\_ CVCC Program: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

---

I am **not** in agreement with the policies listed above and do not want my child to receive a device from the district.

Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

**Programs that will be receiving Chromebooks at CVCC**

**Auto Service Technology**

**Construction Trades**

**Dental Assisting**

**Education Professions**

**Electrical Systems**

**Fire & EMS Academy**

**Health Careers**

**Heating and Air Conditioning**

**Medical Administrative Specialist**

**Power Equipment Technology**

**Sport Medicine Exercise Science**

**Transportation Systems**

# Positive Behavior Intervention and Supports (PBIS) and Restraint and Seclusion in Ohio Schools.

## What Parents Need to Know



### Does This Law Apply to all Students?

This law applies to all K-12 students, both general education students and students with disabilities, and requires using proven practices to reduce and eliminate restraint and seclusion practices.

Ohio [law](#) requires school districts to provide yearly notice to parents about the district's policy and procedures related to the implementation of positive behavior intervention and supports (PBIS) and the use of physical restraint and seclusion, including the local complaint process.

#### What is the purpose of this law?

The purpose of this law is for Ohio school districts to provide behavior supports and training to reduce and eliminate the need for emergency physical restraint and seclusion. The law requires that Ohio school districts:

- Implement PBIS in all (K-12) schools across the district.
- Provide student personnel with professional development about PBIS.
- Deliver specific training on ways to prevent the use of restraint and seclusion and safe restraint and seclusion practices when needed for emergencies.



**Department of  
Education &  
Workforce**

This Document was developed by The Ohio Department of Education and Workforce in collaboration with the Ohio Coalition for the Education of Children with Disabilities



## Positive

Teaching students the behaviors the school wishes to see (school-wide behavior expectations) and the skills needed to demonstrate the behavior expectations

## Behavior

Acknowledging and reinforcing expected behaviors

## Intervention

Creating a safe and supportive environment that guides positive behavior choices

## Supports

Developing organized levels (tiers) of interventions and supports to provide the behavior assistance each child needs to be successful

P

B

I

S

## What is PBIS and how does it apply to my child?

Positive Behavior Intervention and Supports (PBIS) is a process schools use to create a consistent approach for teaching and supporting positive behavior. PBIS is designed for all students and is applied in all areas of the school including the classroom, hallway, lunchroom, restroom and recreation spaces. PBIS helps to prevent or reduce challenging and unsafe behaviors that can lead to the emergency use of restraint and seclusion. The PBIS framework includes the above practices.

## Do you suspect your child has a disability?

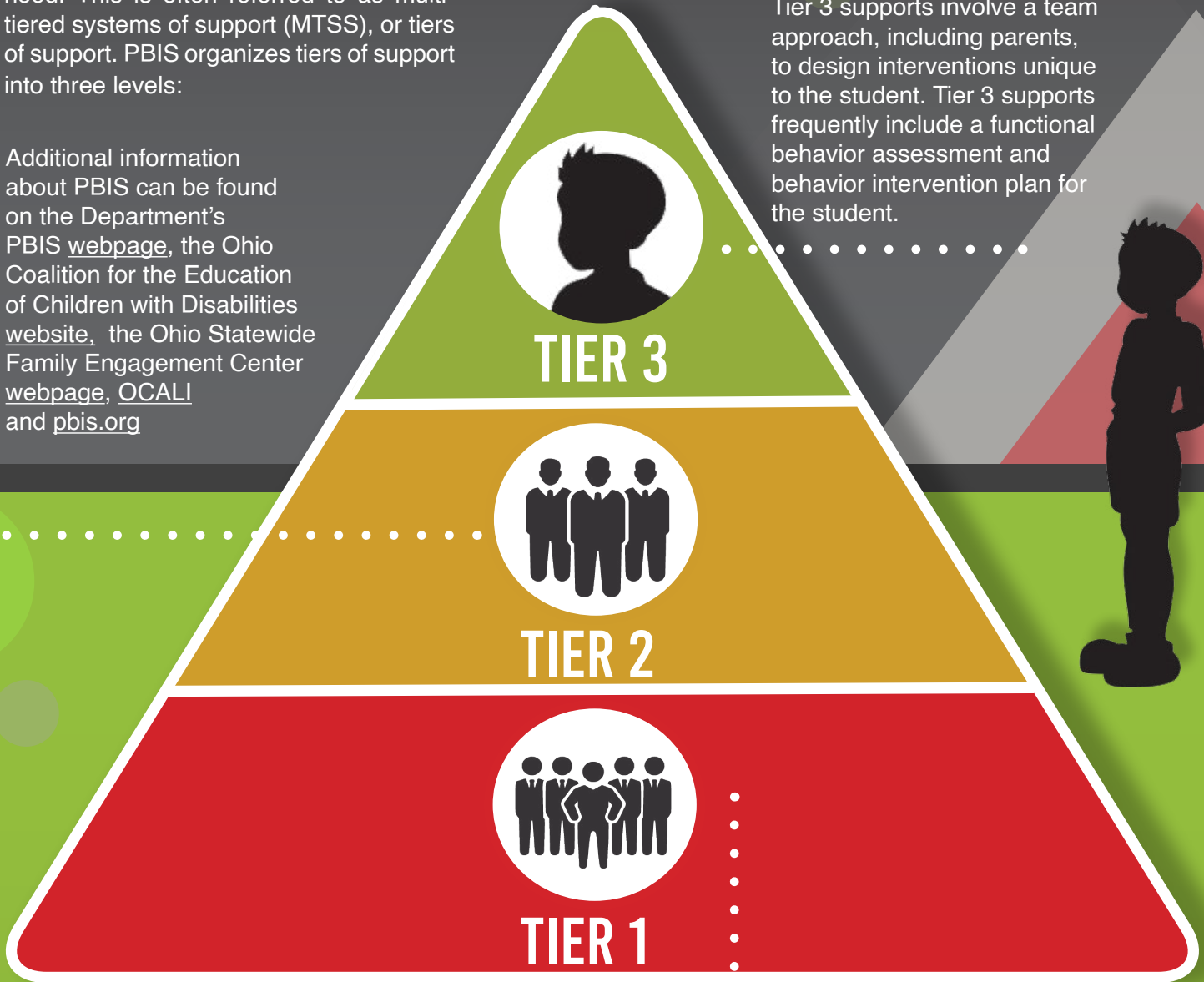
?



## Multi-Tiered Systems of Support (MTSS)

A key practice of PBIS is offering tiers of support to match each child's level of need. This is often referred to as multi-tiered systems of support (MTSS), or tiers of support. PBIS organizes tiers of support into three levels:

Additional information about PBIS can be found on the Department's PBIS [webpage](#), the Ohio Coalition for the Education of Children with Disabilities [website](#), the Ohio Statewide Family Engagement Center [webpage](#), [OCALI](#) and [pbis.org](#)



## Individualized Supports

A few students are provided individualized supports based on their specific needs, in addition to Tier 1 and Tier 2 supports. Tier 3 supports involve a team approach, including parents, to design interventions unique to the student. Tier 3 supports frequently include a functional behavior assessment and behavior intervention plan for the student.

## Targeted Supports

Some students are provided more instruction and opportunities for practicing behavior skills in addition to Tier 1 supports. Schools often provide Tier 2 supports to groups of students with similar needs.

## Universal Supports

All students are taught the school-wide behavior expectations and the skills associated with the behavior expectations.

## Physical Restraint

Restraint is the use of direct physical contact to prevent or restrict a student's movements.

- Staff must ensure the student's breathing is not restricted.
- Staff may not hold the student face down (in the prone position).

## Seclusion

Seclusion is confining (or keeping) a student in a room or space to ensure safety of the child and others while being observed by an adult.

- There must be continuous observation by school staff.
- The room or area must not be locked.
- The space must provide adequate space, lighting, ventilation, and protect the safety and dignity of the student.



## Physical restraint or seclusion can only be used in emergency situations

when other interventions have failed and there is great risk to the safety and well-being of the student or others. It cannot be used for staff convenience, as a form of discipline or punishment or as a substitute for something less limiting or restrictive. The use of physical restraint or seclusion may never be used for preschool students.





## Prohibited Practices

- Mechanical or chemical restraint
- Face down (Prone) restraints
- Corporal Punishment
- Depriving the child of basic needs and anything that is considered child abuse
- Anything that restricts breathing
- Any intentional use of substances, activities, or items that cause physical pain or extreme discomfort



## Information about physical restraint and seclusion:

**If my child is physically restrained or secluded, how will I be informed?**

**If your child is physically restrained or secluded, the school will do the following:**

- The school will call or electronically notify you immediately following the incident.
- The school will send you a written report to you within 24 hours of the incident.



## What if my child's behavior does not improve or I have concerns about the use of physical restraint or seclusion with my child?

If you have concerns about your child's behavior or interventions being used to address the behaviors, you should contact the school administrator(s), teacher or school counselor and ask to schedule a meeting. Parents of a child with a disability can call an Individualized Education Program (IEP) meeting.

If you suspect your child may be a student with a disability, you should ask your school to evaluate your child's needs for special education services. [Requesting an initial evaluation letter writing template.](#)

If your child has three or more incidents of restraint or seclusion, your school district is required to meet with you to discuss whether a functional behavioral assessment (FBA) or behavior intervention plan (BIP) is needed, or if an existing FBA or BIP needs revised. The school will be able to share with you what interventions it has tried and how your child has responded to those interventions. Together, you can discuss an intervention plan to help reduce the use of emergency restraint and seclusion.

## What should be discussed with the school during the meeting about my child's behaviors?

Some questions you may want to ask the school include:

- When is the behavior occurring?
- What is happening before my child's behavior escalates?
- What positive behavior interventions and supports have been tried with my child?
- How did my child respond to each of these interventions and supports?
- Is there a staff member my child has a positive relationship with? Can this relationship be incorporated into the interventions?
- What can we do at home to help my child be successful at school?
- What training do staff receive for crisis management and de-escalation?
- Were the staff involved in the incidents with my child trained in crisis management and de-escalation?

## What if I have a complaint about a restraint or seclusion that occurred with my child?

A Parent may file a written complaint to the District Superintendent to initiate an investigation by the school district. Parents also have the option to report concerns to other public agencies, such as law enforcement, the county department of Child Protective Services (Job and Family Services), or the Office of Professional Conduct within the Ohio Department of Education (Department). Additionally, a parent may file a [complaint](#) with the Department's Office for Exceptional Children. If a parent needs support with this they can reach out to [The Ohio Coalition for the Education of Children with Disabilities](#) or [Disability Rights Ohio](#). The District should provide information regarding how to file a complaint with the superintendent, other agencies or the Department.

[Requesting an IEP Meeting Template](#)

## Where can I find a copy of the State Regulation discussed in this notification?

This regulation can be found on the Ohio Department of Education [website](#). The regulation can also be found on the Legislative Service Commission [website](#). The District should be able to help direct parents if they are unable to access it.



## Resources

[Restraint and Seclusion: Resource Document, U.S. Department of Education, May 2012.](#)

[Fact Sheet: Restraint and Seclusion of Students with Disabilities, U.S. Department of Education, December 2016](#)

[Dear Colleague Letter: Restraint and Seclusion of Students with Disabilities, U.S. Department of Education, December 28, 2016](#)

[Positive Behavioral Interventions and Supports, OSEP Technical Assistance Center](#)

[www.ocali.org](http://www.ocali.org)

[www.ocecd.org](http://www.ocecd.org)

[www.disabilityrightsohio.org](http://www.disabilityrightsohio.org)

[Ohio Administrative Code 3301-35-15](#)



# Don't wait until it's too late.

## Report Bullying or Safety Issues

Cuyahoga Valley Career Center  
Anonymous Bully/Safety Tip Line

# 440-746-8201

[cvccworks.tipline.info](http://cvccworks.tipline.info)